

Region 4 Workforce Board
Individual Training Accounts Policy-Adult

PURPOSE: To provide WIOA Region 4 guidance regarding the use of Individual Training Accounts.

REFERENCES WIOA §134(c)(3), 20 C.F.R. Parts 680 et al, 29 U.S.C. 3101 et seq.,DWD Policy 2017-09
Guidance Related to WIOA Individual Training Account Funding

Definitions

In-Demand Occupation: Indiana utilizes a scoring formula to rate occupations for both short-term and long-term outlooks to determine if the occupation is an in-demand occupation in a particular region. The formula takes into account the following job characteristics: total job openings, growth openings, percentage change, and real-time online job postings, labor market information, and wages.

The final score results in a rating of one (1) through five (5) for each occupation, one (1) being least in-demand and five (5) being highly in-demand. A training program must lead to an occupation rated as a three or more in a region in order to be considered “in-demand” and eligible for WIOA funding. The demand ratings will be updated periodically to reflect emerging in-demand occupations. Additionally, participants must verify with their local workforce development board (WDB) that an occupation is in-demand.

Content

Background

An ITA is one of the primary methods through which training is financed and provided for WIOA participants. ITAs are established on behalf of the WIOA participant to purchase a program of training services from a provider on the Eligible Training Providers List (ETPL) selected in consultation with the case manager. Indiana’s eligible training provider list can be found on the INTraining website (<https://webapps.dwd.in.gov/INTraining>).

Program of training services are defined as a structured regimen leading to:

- Recognized postsecondary credentials; or
- Secondary school diploma or its equivalent; or
- Employment; or
- Measurable skill gains toward credentials or employment

I. Individual Training Accounts for Workforce Innovation and Opportunity Act (WIOA)

WIOA Title I Participant. Individual may only enter training when:

- After an interview, evaluation or assessment and career planning has been determined by a one-stop operator or one-stop partner to –
 - Be unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from a previous employment through Career Services without training (does not have to receive Career Services prior to training);
 - Have the skills and qualifications to successfully participate in the selected program of training services
- Selects a program of training services from the **Eligible Training Provider List** that is directly linked to employment opportunities and be on the Occupations and Demand List in the local area, planning region, or in another area to which he/she is willing to commute or relocate;

- Is unable to obtain other grant assistance for training, including Federal Pell Grants or who requires additional assistance beyond the assistance made available under other grants; and
- Is determined to be eligible in accordance with the priority system in effect.

Service providers must coordinate funds available to pay for training and must consider the availability of other grant assistance to pay for training costs, such as TANF, state- funded training funds, and federal Pell Grants, so that WIOA funds supplement other sources of training grants.

A WIOA participant may enroll in WIOA-funded training while the participant’s application for a Pell Grant is pending, as long as the Service Provider has made arrangements with the training provider and the WIOA participant regarding allocation of the Pell Grant. If the Pell Grant is subsequently awarded, the training provider must reimburse the Board (Service Provider) the WIOA funds used to underwrite the training for the amount the Pell Grant covers. Reimbursement is not required from the portion of Pell Grant assistance disbursed to the WIOA participant for education-related expenses, which includes support services.

Service Providers must ensure that WIOA funds are not used to pay training costs that were paid by the participant (or other source) prior to WIOA program registration.

ITAs are authorized for use in providing occupational training services to adult and dislocated worker customers and shall conform to the following requirements:

Before receiving training services under WIOA:

- eligibility determination for specific services is required; and
- a determination of need must be made using an Individual Employment Plan
- case notes must contain a determination of need for training services, as determined through the individual employment plan.

Eligibility for Training Services

Training services may be made available to employed and unemployed adults and dislocated workers who:

- Work with a team member to develop an Individual Employment Plan (IEP)
- Participate in a work readiness workshop in a group or individual setting.
- Participate in a financial aid or budgeting workshop, an e-learning session, or one-on-one review.

Customers who intend to enter post-secondary institutions that require an entrance/placement exam may need additional assessment prior to being referred to the training institution. See Region 4 Assessment Policy.

- A. An ITA will only be issued for training that will result in a recognized certificate or degree. In addition:
 - The DWD Drug Screening policy must be followed. (WIOA T1 (181)-P1)
 - All recipients of an ITA submit a FAFSA form and utilize any Pell Grants received prior to utilizing an ITA (as applicable)
 - If it is being used for a post-secondary institution's credit-bearing courses, an ITA may only be used for non-developmental courses.
 - An ITA should not be used to pay for remedial or developmental courses at a post-secondary institution.
 - Customers who must take remedial or developmental courses prior to entering a post-secondary institution should be referred to Adult Education for remediation.
 - ITA funding amounts may vary from customer to customer based upon the needs of the customer; however, the maximum ITA *tuition* amounts for one year should not exceed **\$4500**. Tuition includes

the cost of all credit hours and other associated fees such as, certification, licensing, technology fees, exam fees, registration fees, and/or other educational fees/materials.

Exceptions to this maximum should be infrequent. Exceptions must be approved by the designee of the Region 4 Workforce Board (R4WB). The reasoning and the exception should be noted in the customer's case notes.

All other expenses related to training, including but not limited to the following: books, fees, supplies, tools, uniforms and shoes, transportation, etc., may be paid through supportive services. The cost of books is considered a supportive service, unless the training provider includes all costs under a flat rate. The combined amount for supportive services and training costs shall not exceed **\$5,500** per year.

- ITAs should be utilized to access the most cost-effective training program available in the local area.
- ITAs may not be used for payment of late fees, fines, or penalties caused by customer error
- Supportive service funding in addition to tuition is acceptable. R4WDB's Supportive service policy provides further information on the use of supportive services and defines maximum allowable amounts and exceptions.
- Priority of Service will be implemented as defined by the Board and described in R4WDB Eligibility policy.
- Use and documentation of the Occupations in Demand list and IN Training, DWD's Eligible Training Provider List website is required. The In-Demand occupation list will be updated at least annually by R4WDB designee.
 - Exceptions to the locally recognized Demand & Growth Occupation list will require R4WDB (or designee) approval.

B. Training programs must be within a reasonable commute of the local area.

- Training programs that are outside Region 4 or beyond a reasonable commuting distance must be approved by the R4WDB (or designee) on a case-by case basis.

D. Duration of an ITA is dependent upon the customer's goals, resources & available training.

- The R4WDB will support individuals pursuing a 2-year or less certification or degree program geared toward an occupation in demand with one of the Eligible Training Providers.
- The R4WDB will fund the first 2-years of a 4-year program if that program results in an associate degree after the first 2 years.
- The R4WDB will fund the last 2 years of a 4-year program if that program results in a completion of a bachelor's degree.
- WIOA funds will not be utilized to fund Associate's or Bachelor's Degrees in General Studies. [TAB 2005-004]

E. Continuing Education and other similar courses/ recognized certificate or degree may be allowed if the following conditions apply:

- The customer must have a specific occupational goal on the occupations in demand list
- The customer has a work history or educational background, which relates to the occupational goal.
- The customer must present evidence as to how the proposed training will increase their employment marketability.
- The conditions must be documented in the customer's IEP.
- These courses subject to R4WDB designee approval. Once a course type is approved it can be considered approved from that point forward, unless stated otherwise.

F. ITA approval is done by the Service Provider designee.

G. Budget and Debt

- Customers shall not be required to apply for or access student loans or incur personal debt as a condition of participation
- A clear understanding of personal debt will be communicated through a financial aid or budgeting workshop, an e-learning session or one-on-one review.
- Counseling of financial obligations/responsibility and training budgeting must be acknowledged in the participant's record by a simple statement that it was jointly conducted with the customer and team member.
- The participant may incur personal debt when agreed to and after counseling regarding the responsibilities associate with the indebtedness, including loan repayment. It is the intent of this policy to preserve the element of choice in a WIOA customer's selection of a training provider. The customer may choose to pay for the non-WIOA funded portion of his/her training through grant/aid/loan resources available through a proprietary education institution or through his/her own resources.

Service Providers must have a process in place to ensure payment will not be made to training vendors when the participant has withdrawn or dropped classes in accordance with the training vendor's non-payment policy.

- H.** R4WDB (or designee) reserves the right of final interpretation for exceptions and questions arising from, or not covered, by this policy

Effective date: December 15, 2017

January 2018 – Demand and Occupation table updated

Demand and Growth Occupations 2018

Accountant and Auditors
Architectural and Engineering Managers
Assemblers & Fabricators
Automotive Service Technician/Mechanic
Bookkeeping, Accounting, and Auditing Clerks
Bus and Truck Mechanics and Diesel Engine Specialists
Carpenters
Child Care Workers (except Private Household)
Clinical Laboratory Technologist
Commercial/Industrial Truck Drivers/Operators
Computer and Information Systems Manager
Computer Numerically Controlled Operator/Programmer (CNC)
Computer Software Developers
Computer Systems Analyst
Construction Laborers
Construction Manager
Correctional Officer
Counselor
Customer Service Representative
Dental Assistant
Dental Hygienist
Education Administrator
Educational, Vocational, and School Counselors
Electrical and Electronic Engineering Technicians
Electrician
Electronics Engineers, Except Computer
Elementary, Middle School and Secondary School Teacher
Emergency Paramedic, EMT
Executive Secretaries and Administrative Assistants
Financial Managers
First-line Supervisors/Managers of Construction Trades & Extration Workers
First-line Supervisors/Managers of Mechanics, Installers, & Repairers
First-line Supervisors/Managers of Office and Administrative Support Workers
First-line Supervisors/Managers of Production & Operating Workers
First-line Supervisors/Managers of Retail Sales Workers
First-line Supervisors/Managers of Transportation & Material-moving machine and vehicle operators
General and Operations Manager
General Office Occupations
Heating, Air Conditioning, and Refrigeration Mechanics and Installers
Industrial Engineers
Industrial Production Manager
Industrial Machinery Repairers/Maintenance
Industrial Truck and Tractor Operators

Inspectors, Testers, Sorters, Samplers, and Weighers
Licensed Practical Nurse (LPN)
Machinist
Maintenance and Repair Workers
Management Analyst
Manufacturing Production Technician
Material Moving Worker
Mechanical Engineers
Medical and Clinical Laboratory Technologist
Medical and Health Services Manager
Medical Assistant
Medical Record and Health Information Technician
Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic
Network and Computer Systems Administrator
Nursing Assistant
Occupational Therapists
Pharmacist
Pharmacy technicians
Plumbers, Pipefitters and Steamfitters
Police and Sheriff's Patrol Officers
Postsecondary Teachers
Precision Electrical & Electronic Equipment Assemblers
Precision Metal Workers
Production Workers
Radiological Technologist
Registered Nurse (RN)
Respiratory, Occupational, Physical Therapist
Sales Representatives
Security Guards
Shipping, Receiving, and Traffic Clerks
Social Workers
Special Education School Teacher
Surgical Technologist
Team Assemblers
Tool & Die Makers
Truck Drivers, Heavy and Tractor-Trailer
Veterinarians
Welders, Cutters, Solderers, and Brazers

